

Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: WASTE WATER PLANT OPERATIONS SUPERVISOR (PROMOTION)

SALARY: \$44,100 - \$53,600 **GRADE:** 114

CLOSING DATE: January 9, 2004 is the last day to file an application.

<u>POSITION</u>: A Waste Water Plant Operations Supervisor oversees and coordinates the operation and maintenance of a wastewater treatment plant and participates in the overall planning and direction of plant activities. Employees work a conventional workweek, but are subject to 24-hour call.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, eligible classified City employees must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have and maintain a valid Maryland Operator's certificate issued by the Board of Water Works and Waste Systems Operators;

AND

Have an associate's degree from an accredited college or university;

AND

Have four years of experience in the operation of a waste water treatment plant including one year of performing such supervisory responsibilities as disciplining, evaluating the performance of, and recommending the hiring, firing and promoting of other supervisors.

One year of additional experience in the operation of a waste water treatment plant may be substituted for each year of the college requirement.

Non-supervisory experience or education may not be substituted for the required supervisory experience.

NOTE: YOUR LICENSE AND CRETIFICATE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

<u>NOTE</u>: Employees in this class must hold and maintain a valid Maryland Operator's certificate issued by the Board of Water Works and Waste Systems Operators.

54337 (040397) 114 U (3) Q KMT/mk POSTED: 12/29/03

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875 For the Hearing impaired: TTY 396-4930

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www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The license, certificate, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Department of Public Works 200 North Holliday Street Room 200 Baltimore, Maryland 21202



Baltimore City Department of Human Resources 201 East Baltimore Street Suite 100 Baltimore, Maryland 21202